



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY ****AMENDED**** 5/23/06

1. <u>Announcement Number</u> 3W-06-322-LS	2. <u>Title, Series, Grade, Salary</u> Human Resources Specialist (Employee/Labor Relations) (50192A) GS-201-12 \$64,860 to \$84,314 per annum	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Human Resources Division, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u> 5/19/06	8. <u>Closing Date</u> Until Filled 1st consideration date 6/12/06

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

MAJOR DUTIES:

Position is located in Portland VA Medical Center (PVAMC) HRMS, and functions as a senior employee relations specialist under the direction of the Supervisory Employee Relations Specialist. Provides expert guidance, consultation and assistance to supervisors and employees on employee relations and labor management matters such as grievances and complaints, disciplinary actions, adverse actions, employee performance, appeals, retirements, leave administration, incentive awards, employee benefits and related matters.

Supplements management's efforts to analyze and resolve conduct or performance inadequacies for employees in a large, complex, and diverse organization. Serves as a senior specialist in identifying and developing both short-term and long-range solutions to resolve complex causative factors in sensitive employee relations cases. Develops and conducts employee relations training and orientation and informational programs. Provides expert technical guidance and advice including training to management in unusually sensitive issues stemming from grievances, appeals, disciplinary actions, adverse actions, medical determinations, employee-management issues, etc. Provides managers and employees with information and interpretations of the agency's HR (Employee Relations) policies, procedures and guidelines. Performs program analyses for the purpose of developing HRMS Employee Relations MCMs and regulations. Provides expert advice and guidance to management officials and individual employees on employee benefits when the issues are complicated by various eligibility determinations or by the sensitive nature of the issue. Develops and conducts training and orientation programs for management and employees on employee benefits. Reviews and analyzes and assists management in complex disciplinary actions. Provides managers and employees with information and interpretation of the agency's disciplinary policies. Reviews complaints or grievances and performs fact finding as necessary to advise management. Provides advice on the preparation of disciplinary and adverse action, grievance and appeal letters. Compiles and analyzes findings and assists in preparing responses to 3rd party hearings. Identifies priorities, designs analyses, evaluates alternatives, and makes recommendations to supervisor and management. May assist in Labor-management activities with management and supervisors on such activities as local bargaining, complaint resolution, reorganization, realignments, and changes in working conditions.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

(Continued on next page)

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for 201 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade of GS-11.

Substitution of Education for Experience: Not applicable

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Provide examples of your knowledge of employee relations concepts, case law, principles, practices, and regulatory requirements for Title 5 & Title 38 sufficient to perform detailed analyses; draw conclusions on complex legal issues, problems, and situations; and advise senior managers regarding corrective techniques in response to a wide range of conduct and performance problems in both Title 5 & Title 38.
2. Provide examples of your knowledge of labor relations concepts, case law, principles, practices, and regulatory requirements sufficient to participate as a team member in negotiating and advising senior management in contract interpretation.
3. Provide several instances of your knowledge and understanding of complex Federal HR management functions, theories, and techniques; and the basic relationships of the various HR disciplines.
4. Provide examples of your ability to use research methods, information-gathering techniques, and analytical techniques sufficient to locate, interpret, and analyze for applicability and appropriateness, precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered
5. Provide examples where you have used your knowledge of conflict resolution techniques in highly charged, emotional situations which arise due to delicate or highly contested case matters and determinations
6. Provide examples of your skill in gathering facts and using effective, analytical, and evaluative methods to accurately assess information and make sound decisions.
7. Provide several examples of your ability to communicate with others, both orally and in writing, sufficient to formulate and present arguments and advisory opinions and prepare case documents.

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

*Relocation or Recruitment incentive may be authorized.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on 6/12/06 for first consideration. This Position will be open until filled. Application forms may be obtained in Human Resources Office or on our external website, www.va.gov/Portland/hr/index.asp.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: 3W-06-322-LS

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 7 days after close of announcement)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

Non VA Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**